

## Office of Personnel Management

## § 300.103

### Subpart C—Details of Employees

300.301 Authority.

### Subpart D—Use of Commercial Recruiting Firms and Nonprofit Employment Services

- 300.401 Definitions.
- 300.402 Coverage.
- 300.403 When commercial recruiting firms and nonprofit employment services may be used.
- 300.404 Use of fee-charging firms.
- 300.405 Requirement for contract.
- 300.406 Agency responsibilities.
- 300.407 Documentation.
- 300.408 Corrective action.

### Subpart E—Use of Private Sector Temporaries

- 300.501 Definitions.
- 300.502 Coverage.
- 300.503 Conditions for using private sector temporaries.
- 300.504 Prohibition on employer-employee relationship.
- 300.505 Relationship of civil service procedures.
- 300.506 Requirements of procurement.
- 300.507 Documentation and oversight.

### Subpart F—Time-in-Grade Restrictions

- 300.601 Purpose.
- 300.602 Definitions.
- 300.603 Coverage.
- 300.604 Restrictions.
- 300.605 Creditable service.
- 300.606 Agency authority.

### Subpart G—Statutory Bar to Appointment of Persons Who Fail to Register Under Selective Service Law

- 300.701 Statutory requirement.
- 300.702 Coverage.
- 300.703 Definitions.
- 300.704 Considering individuals for appointment.
- 300.705 Agency action following statement.
- 300.706 Office of Personnel Management adjudication.
- 300.707 Termination of employment.

AUTHORITY: 5 U.S.C. 552, 3301, and 3302; E.O. 10577, 3 CFR 1954–1958 Comp., page 218, unless otherwise noted.

Secs. 300.101 through 300.104 also issued under 5 U.S.C. 7201, 7204, and 7701; E.O. 11478, 3 CFR 1966–1970 Comp., page 803.

Secs. 300.401 through 300.408 also issued under 5 U.S.C. 1302(c), 2301, and 2302.

Secs. 300.501 through 300.507 also issued under 5 U.S.C. 1103(a)(5).

Sec. 300.603 also issued under 5 U.S.C. 1104.

### Subpart A—Employment Practices

#### § 300.101 Purpose.

The purpose of this subpart is to establish principles to govern, as nearly as is administratively feasible and practical, the employment practices of the Federal Government generally, and of individual agencies, that affect the recruitment, measurement, ranking, and selection of individuals for initial appointment and competitive promotion in the competitive service or in positions in the government of the District of Columbia required to be filled in the same manner that positions in the competitive service are filled. For the purpose of this subpart, the term “employment practices” includes the development and use of examinations, qualification standards, tests, and other measurement instruments.

[36 FR 15447, Aug. 14, 1971]

#### § 300.102 Policy.

This subpart is directed to implementation of the policy that competitive employment practices:

(a) Be practical in character and as far as possible relate to matters that fairly test the relative capacity and fitness of candidates for the jobs to be filled;

(b) Result in selection from among the best qualified candidates;

(c) Be developed and used without discrimination because of race, color, religion, sex, age, national origin, partisan political affiliation or other nonmerit grounds; and

(d) Insure to the candidate opportunity for appeal or administrative review, as appropriate.

[40 FR 15379, Apr. 7, 1975]

#### § 300.103 Basic requirements.

(a) *Job analysis.* Each employment practice of the Federal Government generally, and of individual agencies, shall be based on a job analysis to identify:

(1) The basic duties and responsibilities;

(2) The knowledges, skills, and abilities required to perform the duties and responsibilities; and

(3) The factors that are important in evaluating candidates. The job analysis